**Penn Manor Education Foundation Minutes**

**Thursday, May 5, 2022**

President Kathy Fish called the meeting of the Penn Manor Education Foundation Board to order at 7:30 a.m. in the Board Room at Manor Middle School. In attendance were the following: Matt Blank, Carole Chismar, JoLynn Drexel, Kathy Fish, Mike Leichliter, Jan Mindish, Nicki Nafziger, Brad Seiger, Dianne Smith, Becky Spezialetti, Scott Stephan, Barb St. John, and Jerissa Warfel.

Kathy shared the slate of officers being recommended for the 2022-2023 year. The vote to approve these officers will take place at our June meeting.

President: Becky Spezialetti

Vice President: Brad Seiger

Treasurer: Don Mowery

Secretary: Barb St. John

Kathy announced that everyone should have received an email prompting them to set up their new Google email account. The schedule of meeting dates for 2022-2023 was distributed for consideration. After a Chismar/Stephan motion, the vote to approve the schedule passed 11-0.

**Minutes:** The minutes of last month's meeting were approved by the passage of a Drexel/Warfel motion 11-0. Last month’s minutes will now be sent to those on our list who are not on the Board.

**Finance Committee/Finance Report:**  Brad (in Don’s absence) presented the printed report and reviewed the balance sheet, Profit and Loss Previous Year Comparison, and the expenditures. Our total equity is at about $3.07 million. April is not looking good for investments. As of April 24, we are looking at a drop in value of $134,000. We continue to move $10,000 a month from Fulton checking over to PNC Board Designated funds. We received a $5,000 EITC contribution from Peoples Bank. We have a total of $17,000 in EITC funds from 6 EITC partners year to date. Non-endowed Scholarship money and golf scramble money continue to come in. Our expenses for the month included payment to our Executive Director, Executive Director Assistant, and accounting support. Don shared that our overall net income for the month is at a loss of $124,000 and $89,000 profit for the year. A St. John/Nafziger motion to approve the April expenditures and the May Finance Report carried 11-0.

**Executive Director’s Report:**

-Jan shared that 67 scholarships at a total of $96,700 will be distributed at our upcoming Awards Ceremony on May 19. There will be a total of 105 awards going to 95 different students. The May 19 program will be livestreamed and archived.

-We informed PMHS of our recipients for the program and notification letters. We will create a spreadsheet including presenters for the High School to use in the program. Dianne is creating recipient letters to go with their checks. Jan will create remarks for the scholarship presenters.

-Bookkeeper received a list of scholarships, recipients, and dollar amounts and the checks have been cut.

-Don and Nancy Stewart contributed close to $6,000 for Strong and Healthy to be used for mental health screenings next year.

-Post Prom wrote PMEF a $300 check as a contribution in thanks for Jan volunteering during the event (in the wee hours of the morning)!

-The Scholarship Committee will meet in June to review the year and plan for next year.

-Future of PMAA and impact on PMEF: Alumni members and PMEF members will meet sometime soon to discuss this.

**Marketing Committee:**

-Nicki reported that a Strong & Healthy grant request was approved to purchase books for every student K-2 in the amount of $3,000 or $3/student. Donated gently used children’s books can be dropped off at Conestoga to give away during summer food distribution.

-The process to include athletes in need under Strong and Healthy is still in need of further discussion.

-Social media posts: donor recognition, scholarship sponsors, Retiree Luncheon.

-Retiree Luncheon will replace Breakfast. This will take place June 22 in the pavilion at Copper Hill. Thanks to all who helped to update the mailing list, to Diane for printing labels, and to Brian for revising the invitation. Cooper is printing the invitations and envelopes. Final details will be discussed at the Marketing meeting.

-Status of review of website: we will continue to work on this in July.

**The next meeting of the Marketing Committee will take place on Thursday, May 12 at 7:30 a.m. at Copper Hill.**

**Development Committee: (Brad reported in Pat’s absence)**

-Nominating Committee update: 3 slots to fill. We will vote in June. Nominees are: Joe Herman, Katie Hess, and Pat Kline (completing the remainder of Dianne’s term).

-Promote donor consideration of funding Curricular endowments, Dual enrollment, AP fees – rather than just scholarships.

-EITC Update: We received $5,000 from Peoples Bank as noted in the Finance Report.

-Golf Save-the-Date: June 14, 2022. We currently have 32 foursomes and all major sponsors secured. The golf expenses will run about $2,000 higher this year. Pat requested that everyone confirm their raffle prizes by May 20.

-Annual Letter Campaign: Thursday, June 16, 2022 at 8:00 am at Manor Middle. Becky will write the letter, to be printed on updated letterhead, update the mailing list, envelopes and labels ordered.

-Annual Dinner at Drumore Save-the-Date: September 25, 2022. We are in the process of securing sponsors now. The Dinner Committee will meet after development each month until the event.

**The next meeting of the Development Committee will take place on Thursday, May 19 at 7:30 a.m. at Copper Hill.**

**Superintendent’s Comments:**

**-**Dr. Mike shared that Commencement is scheduled for June 1 outside at Millersville University (Biemsderfer Stadium) with backup dates of June 2, and 3.

-The new High School building dedication, Distinguished Alumni, and Athletic Wall of Honor ceremonies will all be held on a weekend next year.

The meeting adjourned at 8:30 a.m. after the unanimous passage of a Nafziger/Spezialetti motion.

**The next Board meeting will be on Thursday, June 2, 2022 at 7:30 a.m. in the District Board Room.**

Respectfully submitted,

Barbara J. St. John

Recording Secretary